**D2L V10 Day 5 Training (2 hours)**

1. Login Website: <https://learn.ouhsc.edu>
2. Help Resources:
   * Email: [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu)
   * Online Tutorials: My Courses, click on Student and look for Instructor D2L Training Site (Content contains lots of helpful information!)
   * College staff support
   * Academic Technology Website: <http://www.ouhsc.edu/at>
   * (Optional) D2L Community Website: <https://community/desire2learn.com> (click on Enrollment in top right corner to register)
3. **Understanding Gradebook**: You must set up a grade book before you can use the Grades tool. As you plan your gradebook, consider:
   * What grade items you plan to evaluate.
   * Which grading system is most appropriate for your course.
   * How you will allocate points or weights across grade items.
   * Which grade items you want to associate with course objects.
   * If you want to include a milestone grade at least once during the course.
   * How you want to calculate final grades.
4. **Grades Settings:**
   * Personal, Org Unit, and Calculation Display Options
   * Setup Wizard: good starting point but not all options are displayed
5. **Manage Grades:**
   * Setup grade items and categories (organization or weighting grades)
     1. Numeric (most commonly used) - Grade users by assigning a value out of a specified total number of points.
     2. Selectbox - Grade users by assigning a grade scheme level that is equivalent to a percentage grade.
     3. Pass/Fail - Grade users using a simple pass/fail grade scheme.
     4. Formula - Automatically grade users using a custom formula based on achievement on other grade items.
     5. Calculated - Display users’ cumulative achievement across multiple grade items.
     6. Text - Provide comments that are not counted towards users’ final grades.
6. **Enter Grades:** 
   * Spreadsheet view
   * Enter grades by user
   * Enter grades by category
   * Enter grades by grade item
7. **Release Final Grades for Student Viewing**:
   * On the Enter Grades page, click C:\Users\kburroug\Desktop\10.2 Administration Help\graphics\icons\grades_viewresults_assess_icon.gif **Grade All** from the Final Calculated Grade or Final Adjusted Grade context menu. Select the user(s) whose grades you want to release, and click C:\Users\kburroug\Desktop\10.2 Administration Help\graphics\icons\ep_actvisible.gif **Release/Unrelease**, then click **Save**.
   * On the Enter Grades page, click C:\Users\kburroug\Desktop\10.2 Administration Help\graphics\icons\grades_viewresults_assess_icon.gif **Grade All** from the Final Calculated Grade or Final Adjusted Grade context menu. Select the **Release Adjusted Final Grade** check box for the user whose grades you want to release, and click **Save**.
   * On the Enter Grades page, click C:\Users\kburroug\Desktop\10.2 Administration Help\graphics\icons\grades_viewresults_assess_icon.gif **Grade All** from the Final Calculated Grade or Final Adjusted Grade context menu. Select C:\Users\kburroug\Desktop\10.2 Administration Help\graphics\icons\ep_actvisible.gif **Release All** from the Final Grades context menu.
8. **Grade Schemes (optional):** A grade scheme is a way of organizing users’ performances on grade items into levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization.
   * Setup a special letter grade scheme and apply it to a column